

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR HOME INSPECTION CERTIFICATION

**NOTE: FAILURE TO READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY COULD RESULT IN QUESTIONS ANSWERED INCORRECTLY AND AN IMPROPERLY FILLED-OUT APPLICATION, WHICH WILL BE RETURNED TO YOU. THIS COULD RESULT IN DENIAL OF YOUR CERTIFICATION.**

Please study the BTR web site [Rules](#) and [Statutes](#) carefully; they establish the requirements for certification, define limits of practice and rules of professional conduct, and explain Board procedures. It is very important that you become thoroughly familiar with the Statutes and Rules and the [Standards of Professional Practice](#); a violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

1. Complete each section of the application packet, following the instructions on each form. Print the required information neatly or use a typewriter or word processor (see [Downloading Note](#)), and be sure each form is signed where required. If you need additional space, please attach a supplemental sheet of paper.
2. Attach the following to your completed application packet:
  - a. A non-refundable application fee of \$90.00, and two completed fingerprint cards and processing fee of \$39.00, in the form of a check or money order made payable to the Board of Technical Registration;
  - b. A copy of your completion results from the National Home Inspector Examination;
  - c. Proof of completion of an approved training program (training programs must be offered at facilities licensed by their home state post-secondary licensing authority or having an accreditation recognized by the United States Department of Education or by the Distance Education Training Council (DETC);
  - d. A legible log of completed home inspections, containing the address and date of inspection, of at least 100 inspections or at least 30 parallel inspections (see the provisions of [R4-30-247](#)). A computer printout of this information is acceptable;
  - e. An original home inspection report of one of the parallel inspections listed on the log required in (d) that you have prepared that meet the standards set forth in [R4-30-301.01](#); and
  - f. Proof of financial assurance. As specified in A.R.S. § [32-122.02\(B\)](#), proof must be provided within 60 days after certification is issued. Please ensure that your insurance carrier identifies your name (not your business name) on any documents sent to the Board.

Any prior state-issued licenses or certifications must be verified on forms sent from the Board to the registering jurisdiction(s). It is your responsibility to pay any fees required for verification by other registering boards.

Once a properly filled-out application packet has been received in the Board office, assigned an application number, and a file established, **no** refund will be made. It is your responsibility to ensure that your application is complete. An application is not considered "complete" until all verifying data is received. Upon receipt by the Board of the required documents, your application will be evaluated. Please check back with this office, **in writing**, approximately five weeks after submitting your application to ensure that all necessary information has been received.

Due to the volume of applications being processed by the Licensing Department, we are trying to maximize processing personnel's effectiveness by reducing telephone calls. Information on our web site provides answers to the most frequently asked questions. All requests for application status should be made **in writing**. If you feel a phone call is extremely necessary regarding the status of your application, or if you are experiencing difficulty with your application, please contact [LaVern Douglas](#), Administrator, Home Inspection Certification Program.

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### IMPORTANT NOTICE TO APPLICANTS

In answering questions 1 through 7 in **Section 2. Registration** on the application, please note the following:

- If you answer "yes" to any of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident and provide official documentation supporting your explanation (i.e., police reports, court records, Board disciplinary orders, Board complaint, Order of Denial of registration or license, etc.).
  - You must answer "yes" to questions 6 and 7 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.
  - Alcohol and drug-related offenses that occur when driving or riding in an automobile (i.e., DUI, DWI, OWI, etc.) are NOT considered minor traffic violations and these convictions should be reported.
  - FBI criminal history information obtained as a result of fingerprinting often has arrest information but no disposition of charges listed (i.e., 'dismissed', 'convicted', etc.). If the official record received by the Board reflects an arrest, you will be required to provide official documentation obtained from the court regarding the disposition of the arrest, even if the charge was ultimately dismissed.
  - False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.
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